



POSITION ANNOUNCEMENT – 2015-6

March 27, 2015

Clerk's Office, United States District Court
Eastern District of Washington
Spokane, Washington

COURTROOM DEPUTY

Court Personnel System Classification Level: CL 27

Developmental Range Salary: \$46,835 - \$58,073

Full Performance Range Salary: \$58,562 – \$76,152

Depending upon experience, qualifications and previous government service

Application Closing Date: Friday, April 17, 2015

INTRODUCTION

The U.S. District Court for the Eastern District of Washington is currently accepting applications for a full-time *Courtroom Deputy* position in the District Court Clerk's Office in Spokane, Washington.

The U.S. District Court Clerk's Office offers an opportunity for self-motivated individuals with excellent interpersonal skills and strong work ethic to launch or continue a career in public service. Our fast paced prestigious environment consists of challenging, rewarding work and great training opportunities.

REPRESENTATIVE DUTIES OF THE POSITION

- Responsible for the full range of courtroom activities, including managing the judge's caseload and providing courtroom and other assistance as necessary. Manage calendar, distribute and monitor deadlines, monitor filing of pertinent documents and timely responses to judicial orders.
- Serve as primary source of information on scheduling conferences, hearings, trials and other case processes.
- Record court proceedings using digital audio equipment.
- Manage and organize exhibits used in court proceedings, including setting up and troubleshooting electronic evidence presentation systems. Attend court sessions and conferences. Assist with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring presence of all

necessary participants, and managing exhibits. Take notes of proceedings, rulings, notices and prepare minute entries electronically.

- Coordinate with staff for upcoming jury trials and any specific requirements.
- Scheduling/hiring interpreters pursuant to established policies and procedures, including completing required log and voucher for payment to interpreter.
- Calendar and regulate case movement. Review cases or reports for necessary actions. Keep judge and immediate staff informed of case progress.
- Assist the judge and parties in jury selection. Act as liaison between the Clerk's Office, the bar, the public and the judge to ensure that cases proceed smoothly and efficiently. Maintain contact with counsel during deliberations.
- Coordinate hearings. Assist in the accurate statistical reporting requirements of the Administrative Office. Review the quality of electronically filed documents, ensuring that all orders and automated entries are appropriately and accurately docketed, and make summary entries on the docket of all documents and proceedings.
- Review reports for necessary actions. Process transcript requests and answer questions from parties and the public regarding obtaining transcripts. Answer inquiries on case status, ensuring confidentiality of sensitive information.
- Docketing and quality control, customer service, and other duties as assigned.

QUALIFICATIONS

To qualify for the position of Courtroom Deputy, a person must be a high school graduate or equivalent and must have at least six years of progressively responsible clerical or administrative experience in the legal field. Education above the high school level may be substituted for some of the experience; one academic year equals one year of general experience. Knowledge of legal terminology and legal documents is required. Thorough knowledge of and skill in using automated equipment including word processing applications is required.

The successful candidate must also possess:

- excellent interpersonal skills;
- excellent oral and written communication skills;
- ability to exercise mature judgment;
- ability to multitask under strict deadlines;
- ability to consistently demonstrate sound ethics and judgment.

POSITION REQUIREMENTS

Ability to maintain confidentiality and communicate information accurately and in a timely manner with individuals within and outside the court. Knowledge of and

skill in the use of personal computers and office equipment. Ability to coordinate, organize and manage a variety of tasks. Time management skills, including the ability to adjust to conflicting duties and demands with poise, tact and equanimity; establish and maintain good working relationships with others. Experience in listening to and interpreting information. Travel to Yakima and Richland, Washington, and occasional travel outside the district may be required.

The successful candidate must be:

- a self starter;
- highly organized;
- responsible;
- tactful;
- professional in appearance, demeanor and conduct;
- able to work harmoniously with others; and
- able to communicate effectively.

INFORMATION FOR APPLICANTS

Qualified applicants should submit a complete applicant's packet which includes: a letter of interest, a current/detailed resume, AND a completed Application for Judicial Branch Federal Employment (Form AO-78).

Applicant's packets must be received by Friday, April 17, 2015 at 5:00 pm to be considered. Applications for Judicial Branch Federal Employment (Form AO-78) may be downloaded from the employment link on our website www.waed.uscourts.gov.

Applications will not be considered complete until all of the items listed above have been received by Human Resources.

Please email your application package as **1 document in PDF format** to:

HR@waed.uscourts.gov

Please reference 2015-6 in the subject line and **include your last name**.

You may also mail or deliver your complete applicant's packet to:

Human Resources Specialist
Office of the Clerk, U. S. District Court
Rm. 840 Thomas S. Foley United States Courthouse
920 West Riverside Avenue - P.O. Box 1493
Spokane, WA 99210

Applicants may also pick-up a U.S. District Court employment application form from the Clerk's Office in Spokane, Richland or Yakima; the application form can also be downloaded from the Court's public web site at:
<http://www.waed.uscourts.gov>.

The U.S. District Court requires employees to follow a code of conduct. Selectee is subject to a twelve (12) month probationary period. **The final candidate will be subject to a background investigation.** Employee will be hired provisionally pending the results of the background investigation. The Federal Financial Management Reform Act requires direct deposit of federal wages.

BENEFITS

Benefits include 13-26 days of annual and 13 days of sick leave per calendar year, 10 paid holidays per year, immediate matching Thrift Savings Plan (the government's version of a 401K), pre-tax programs (health, dependent care and transportation), and insurance plans with guaranteed acceptance (i.e., health, life, disability, and long term care). Full information about benefits can be viewed [here](#).

The Eastern District of Washington

The Eastern District of Washington is comprised of twenty counties east of the summit of the Cascade Mountains. The district includes approximately two-thirds of the land area of the state (41,960 square miles) and is home to 1,495,054 of its citizens (2010 census). The Eastern District of Washington has staffed courthouses in three locations: Spokane, Yakima, and Richland. The Court has four active district judges, six senior district judges, and two full-time magistrate judges.

*THE U.S. DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER
AND VALUES DIVERSITY IN THE WORKPLACE*